Medical Aid Detail Report

Transaction Code: ZHR_RPTPY394

Purpose Use this procedure to obtain information on quarterly medical aid payments and

file the quarterly reports with Labor and Industries.

Trigger Perform this procedure at the end of the quarter.

Prerequisites None

End User Roles In order to perform this transaction you must be assigned one of the following

roles:

Financial Reporting Processor, Payroll Analyst, Payroll Inquirer, Payroll Processor,

Payroll Supervisor

| Change History | Change Description | | |
|-----------------------|--|--|--|
| 6/15/2009 | Procedure updated to match current system. Note added on how to identify | | |
| | employees working under each risk class | | |

Transaction Code ZHR_RPTPY394



Helpful Hints:

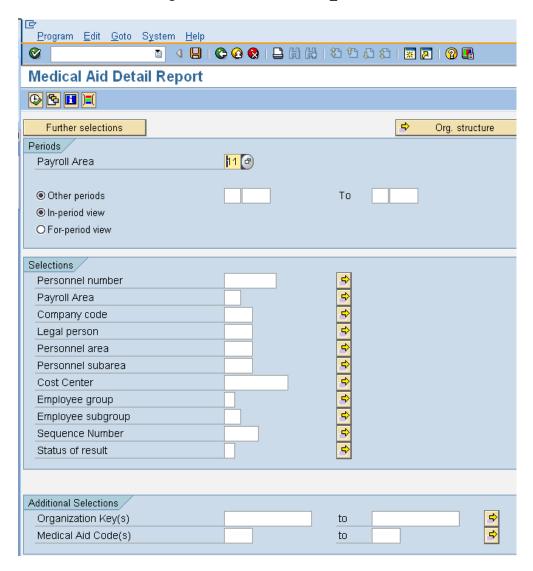


To find the employees who work under each risk class run the *Flexible Employee Data (ZHR_RPTPAN02)*, selecting the Statewide Variant **SWV MA OVERRIDE-Med Aid Override by Job/PersID**. To run the *Flexible Employee Data report* you must be assigned one of the following roles: Payroll Processor, Personnel Administration (PA) Inquirer, PA processor, PA Supervisor, Time and Attendance Supervisor, Leave Corrections Processor.



Procedure

1. Start the transaction using the transaction code **ZHR_RPTPY394**.





2. Under the Periods section complete the following fields:

| R=Required Entry O=Optional Entry C=Conditional Entry | | | | | | |
|---|-------|---|--|--|--|--|
| Field Name | R/O/C | | | | | |
| Payroll Area | R | A payroll area groups and designates the employees whose payroll is run on the same date. Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. Example: 11 | | | | |
| Other Periods | С | This selection option will run a report for a specific quarter: Description of the Other periods: | | | | |
| | | Quarter 1 - Period 1/20xx to 6/20xx Quarter 2 - period 7/20xx to 12/20xx Quarter 3 - period 13/20xx to 18/20xx Quarter 4 - period 19/20xx to 24/20xx Lagged Quarter 1 - period 2/20xx to 7/20xx Lagged Quarter 2 - period 8 /20xx to 13/20xx Lagged Quarter 3 - period 14/20xx to 19/20xx Lagged Quarter 4 - period 20/08 to 01/09 Year - Period 1/20xx to 24/20xx Lagged Year - period 02/20xx to 01/20xx Example: Quarter 4 - period 20/2009 to 01/2009 Refer to the HRMS Payroll and Reports Aid for a list of all pay periods | | | | |
| In Period | С | The current payroll period. | | | | |
| For-Period | С | Displays prior period adjustments that were made in the current period. For example: If an adjustment was made during the pay period 12/2009 (June 1- June15) to dates in the 8/2009 (April 1-15) pay period the change will display on the report. | | | | |

3. Under the Selections section complete the following fields:

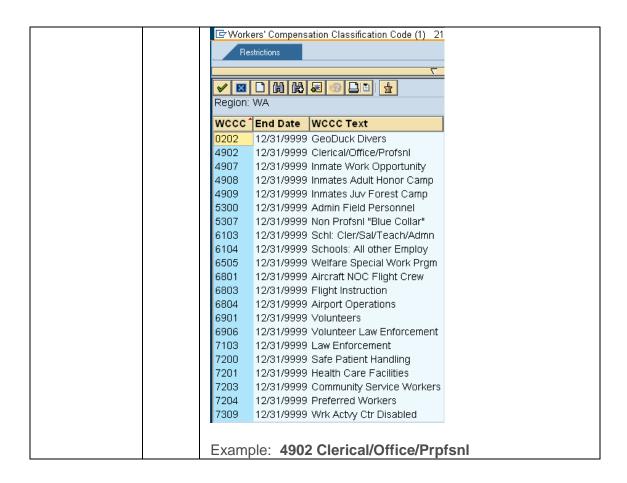


| R=Required Entry O=Optional Entry C=Conditional Entry | | | | | |
|---|-------|---|--|--|--|
| Field Name | R/O/C | Description | | | |
| Personnel | 0 | The employee's unique identifying number. | | | |
| Number | | | | | |
| | | Example: 400000129 | | | |
| Company | R | The organizational unit within financial accounting. | | | |
| code | | | | | |
| | | Example: WA01 | | | |
| Personnel | R | A specific agency/sub agency in the State of Washington | | | |
| area | | | | | |
| | | Example: 2350 Labor and Industries | | | |
| Personnel | 0 | A subdivision of Personnel Area that identifies Bargaining | | | |
| subarea | | Units, WMS, Exempt and non-Represented positions. | | | |
| | | | | | |
| | | Example: 0001- Non represented | | | |
| Cost Center | 0 | An object in HRMS that represents a defined location of | | | |
| | | cost incurrence. | | | |
| | | | | | |
| | | Example: 1025000000 | | | |
| Employee | 0 | Status of an employee or position within the State of | | | |
| group | | Washington. Note: This is the status of the position only, | | | |
| | | not the employee. | | | |
| | | | | | |
| | | Example: 0 (Permanent) | | | |

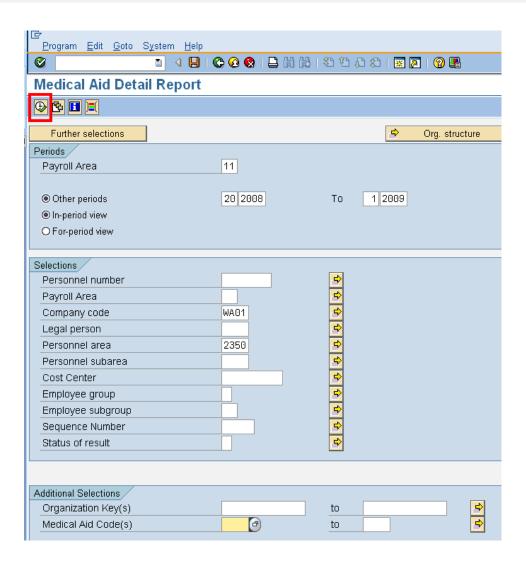
3. Under the Additional Selections complete the following:

| R=Required Entry O=Optional Entry C=Conditional Entry | | | | | |
|---|-------|--|--|--|--|
| Field Name | R/O/C | Description | | | |
| Organization | 0 | | | | |
| Key(s) | | | | | |
| Medical Aid | 0 | Workers' Compensation Classification Code: | | | |
| Code(s) | | | | | |



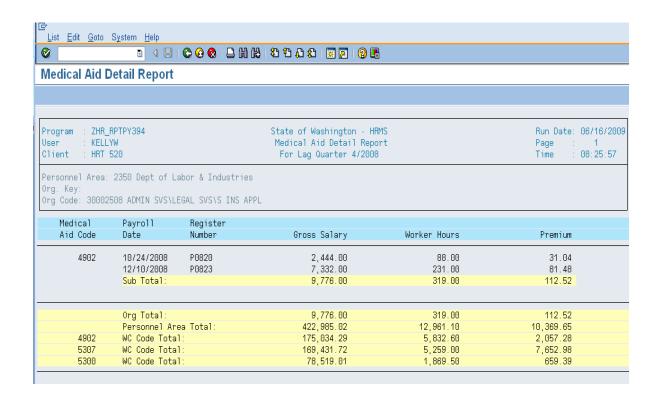






4. Click (Execute) to generate the report







Report has sub totals and final totals for each worker compensation code assigned to your agency.



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- 5. Using the information from the report, go to <u>Labor & Industries File Quarterly Reports</u> to register and file your quarterly medical aid reports.
- 6. You have completed this transaction.

Results

You have completed the quarterly medical aid payment reporting.

